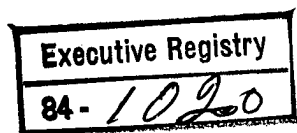


Central Intelligence Agency  
Washington, D.C. 20505

23 February 1984



Executive Director

NOTE FOR: DDO

John:

I believe the following will satisfy your request while adhering to the regulations on representation. Since rep expenses under \$50.00 do not require advance approval, I will instruct the AO/DCI to accept directly all rep expenses under \$50 that are signed by your Division Chiefs. You then would only see those costing over \$50 that require your prior approval. I will also ask him to remind offices that they can use the attached form memo to report expenses. This also should save manpower and time.



STAT.



A-100

MEMORANDUM FOR: Executive Director

THROUGH : Deputy Director \_\_\_\_\_ (or Head of Independent Office)  
Administrative Officer, DCI

SUBJECT : Request for Approval to Incur Expenses  STAT

1. Approval is requested to incur expenses allowed  STAT

2. I believe the expenditure of appropriate funds is authorized  STAT  
for the costs for (reception, meals, coffee, other \_\_\_\_\_  
purpose of \_\_\_\_\_,) on \_\_\_\_\_ for the  
\_\_\_\_\_

3. Designated Officials and Persons present including their grade,  
title, and organizational affiliation will be:

4. Other U.S. Government employees present including their grade,  
title and organizational affiliation will be:

5. Other persons present including title and organizational affiliation  
will be:

6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The estimated cost of this function is \_\_\_\_\_.

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Name and Title of Requestor

APPROVED:

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Deputy Director or Head of Independent Office

I certify the availability of funds in the amount indicated in paragraph 7. paragraph 7.

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Budget and Fiscal Officer, DCI

APPROVED:

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Executive Director

**Page Denied**